



Texas Department of Health
Associateship for Community Health and Resource Development
Bureau of Children's Health
Child Health and Safety Division

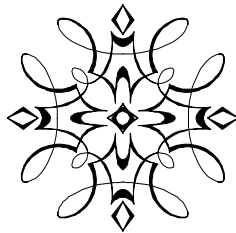
FISCAL YEAR 2000

TITLE V

ABSTINENCE EDUCATION

REQUEST FOR PROPOSALS

September 1999



DEADLINE: October 22, 1999

TABLE OF CONTENTS

INFORMATION AND TIMELINES

I.	INTRODUCTION	4
II.	PROGRAM INFORMATION	4
A.	Background	4
B.	Program's Legal Authority and Purpose of Funding	5
C.	Project Development	6
D.	Purpose of this Request for Proposals	7
1.	Target Population(s)	7
2.	Strategies	7
E.	Program Requirements	9
III.	GENERAL REQUIREMENTS	9
A.	Eligible Applicants	9
B.	Project and Budget Periods	10
C.	Availability of Funds	10
D.	Use of Funds	10
E.	Schedule of Events	11
F.	Program Contact	11
G.	Offeror's Conference	12
H.	Questions and Answer Document	12
I.	Application Deadline	12
J.	Submission	13
K.	Response Assembly	14
IV.	APPLICATION REVIEW, SELECTION & NEGOTIATION	15
A.	Initial Screening of Applications	15
B.	Program Review Process	15
1.	First Step-Team Reviews	15
2.	Second Step-Validation	15
3.	Third Step-Final Recommendation	16
C.	Program Review Tools	16
D.	Selection and Negotiation	17

TABLE OF CONTENTS

V.	TDH ADMINISTRATIVE INFORMATION	17
A.	Incurring Costs and Rejection of Applications	17
B.	Right to Amend or Withdraw RFP	17
C.	Authority to Bind TDH	17
D.	Contracting with Sub-recipients and Vendors	17
E.	Contract Information.	18
F.	Protest of Application or Bid Denial	18

COMPLETING THE APPLICATION

VI.	APPLICATION CONTENT	18
A.	Face Sheet- Application for Financial Assistance	19
B.	Application Checklist	20
C.	Project Abstract	20
D.	Project Goals	20
E.	Needs and Resources Assessment/Description	20
F.	Applicant Organization Background, Experience and Capacity	21
	1. Organization Summary	21
	2. Applicant's Provider Detail Table	22
G.	Qualifications Documentation	22
	1. Current Staff Person	22
	2. Job Description	22
H.	Detailed Work Plan	22
	1. General Format	22
	2. Required Components of the Work Plan	22
	a. Federal Definition of Abstinence	23
	b. Proposed Strategies	23
	c. Targeted Populations	24
	d. Community Involvement	24
	e. Sustained Commitment	25
I.	Data Collection and Evaluation	25
	1. Data Collection and Evaluation	25
	2. Objectives/Performance Measures	25
	3. Performance and Reporting of Performance	26

TABLE OF CONTENTS

J.	Quality Assurance	26
K.	Estimated Unduplicated Count and Number of Encounters	26
	1. Unduplicated Count	26
	2. Encounters	27
L.	Funding Information	27
	1. Financial Information	27
	2. Funding Information	27
	3. Budget	27

VII. APPENDICES

Appendix A	TDH Contract General Provisions [sample] Abstinence Education Scope of Work Provisions [sample]
Appendix B	TDH Executive Order 0110, Protest Of Application Or Bid Denial For Client Services Contract
Appendix C	Other Program Information Public Health Region - Regional Map Indicators of Sexual Activity in Texas Youths Ages 13-17 in 1997 Births to Mothers 17 Years of Age and Younger- Texas 1997 Population of Children in Texas by County, 1997 Glossary

INFORMATION AND TIME LINES

I. INTRODUCTION

The Texas Department of Health (TDH) Abstinence Education Program announces the expected availability of federal Title V Maternal & Child Health Grant funds to provide abstinence education. Please see Section II, A-C, page 6 for the definition of abstinence education, allowable activities, and description of the funding's legal basis.

This Request for Proposal (RFP) contains some of the requirements that all applicants must meet to be considered for funding. Each applicant is solely responsible for the preparation and submission of an application in accordance with instructions contained in this RFP. Application responses to this RFP should be complete, clear, concise and arranged in the order described in Section V, Application Content.

Please note that this RFP is similar to, but not the same as, the two previous RFPs. If applicants revise material from earlier submissions, it may need to be reformatted to fit revised forms.

Portions of this RFP and its included forms have been streamlined to help make the application process easier for applicants. Certain forms that were required of all applicants in previous RFPs have been deferred until just prior to the contract negotiations phase. Finally, some technical requirements that were strictly enforced under previous RFPs (for example, strict signature requirements on proposal copies) have been loosened somewhat to allow full reviews of otherwise worthy proposals. Under this RFP, those responses that do not comply fully with form requirements may receive lower scores rather than face outright disqualification from further review.

The response deadline of October 22, 1999 will be strictly enforced. Proposals received after the deadlines specified on page 13 (Section III, I) will not be considered.

PLEASE READ ALL MATERIALS BEFORE PREPARING THE APPLICATION

Carefully review all program requirements as provided in **Section II, Program Information, and Section V, Application Content**. Other sections within the RFP contain additional instructions pertaining to requirements for this application. These requirements may be due to federal/state legislation or regulations or TDH policy.

II. PROGRAM INFORMATION**A. Background**

Texas is faced with the challenge of developing systems of care and providing services in a state that is geographically large with a diverse population. Additionally, in 1997, Texas had one of the

nation's highest pregnancy rates per 1000 teens between 13-17 years of age (37.9 per 1000). In 1997, mothers 17 years of age and younger accounted for 22,288 births in Texas. Hispanic teens accounted for 57.3% of the total, whites comprised 25%, and African-Americans 17.7%. As a priority, TDH has also identified 15 counties with the highest indicators of teenage sexual activity (See Appendix C, Indicators of Sexual Activity in Texas Youths Ages 13-17 in 1997). The fifteen counties are:

1 st through 5 th	6 th through 10 th	11 th through 15 th
Travis	Lubbock	Navarro
McLennan	Dallas	Jefferson
Bexar	Wichita	Hale
Potter	Nueces	Taylor
Ector	Harris	Galveston

Teen pregnancy has been associated with an increased risk of social problems, which include not finishing school, welfare dependency, low-birth-weight babies, and poverty. Therefore, Governor George W. Bush and the Texas Department of Health have identified the reduction of teen pregnancy as a priority. Also, as stated in the TDH's federal Application for the Abstinence Education Grant, TDH wants to "promote public acceptance of abstinence from sexual activity as an expected and valued behavior for people who are not married."

A complete history of grant activities in Texas is documented on the TDH Abstinence Education Program's web site . The Internet address of the web site is:

http://www.tdh.state.us/abstain/ab_home.htm

Currently, the web site contains the federal legislation responsible for this program; a previous Request for Information (RFI) and the two previous RFP's; the names, addresses, contact persons, and telephone numbers of current TDH abstinence education contractors; summaries of their programs; and the name and address of the TDH Abstinence Education Coordinator. TDH updates the web site on a routine basis, and a copy of this RFP may also be found there.

B. Program's Legal Authority and Purpose of Funding

On August 22, 1996, federal welfare reform legislation, the Personal Responsibility and Work Opportunity Reconciliation Act (P.L. 104-193), became law. As part of this legislation, Congress appropriated \$50 million per year beginning October 1, 1997 to conduct abstinence education. P.L. 104-193 added the abstinence education initiative as a new formula grant program (Sec. 510) to Title V of the Social Security Act (the Maternal and Child Health Block Grant), 42 USCA § 710. Texas is eligible to receive up to \$4,922,091 annually in federal funds contingent on Texas' providing a match of \$3,691,568. (The required federal match is at a rate of three dollars for every four dollars in federal abstinence funds received.)

In 1999, the Texas Legislature authorized TDH to provide **part** of the match for this program. Applicants will be required to provide the rest of the match. TDH must provide \$1,600,000 toward the required match per year (Fiscal Year 2000 and 2001). **Therefore, applicants will be required to provide match at a rate of at least 3 local dollars to every 7 federal grant dollars as part of their proposal in order to be considered for funding.** In the two previous RFPs for Abstinence Education (before the state made available the \$1.6 million in match), applicants were required to provide a match of 3 local dollars to every 4 federal grant dollars.) *When completing the budget section of your application, remember that your match must equal 30% of your total proposed budget (grant and local match dollars combined).*

The federal legislation states that the allotment's purpose is to "enable the State to provide abstinence education, and at the option of the State, where appropriate, mentoring, counseling, and adult supervision to promote abstinence from sexual activity with a focus on those groups which are most likely to bear children out-of-wedlock."

As defined by 42 USCA § 710, the term "abstinence education," means an educational or motivation program that:

- A) has, as its exclusive purpose, teaching the social, psychological, and health gains to be realized by abstaining from sexual activity;
- B) teaches abstinence from sexual activity outside marriage as the expected standard for all school-age children;
- C) teaches that abstinence from sexual activity is the only certain way to avoid out-of-wedlock pregnancy, sexually transmitted diseases, and other associated health problems;
- D) teaches that a mutually faithful monogamous relationship in the context of marriage is the expected standard of human sexual activity;
- E) teaches that sexual activity outside of the context of marriage is likely to have harmful psychological and physical effects;
- F) teaches that bearing children out-of-wedlock is likely to have harmful consequences for the child, the child's parents, and society;
- G) teaches young people how to reject sexual advances and how alcohol and drug use increases vulnerability to sexual advances; and
- H) teaches the importance of attaining self-sufficiency before engaging in sexual activity.

Note: Federal law precludes the use of the abstinence education funds.

C. Project Development

All applicants are urged to discuss their interests and ideas for developing projects with public and private sector partners throughout communities early in the planning stage. Such partners include parents/families, schools, businesses, media, health and human services providers, youth

organizations, faith-based organizations, and local government organizations. Community involvement and support are key factors in reinforcing the abstinence message and in the development of comprehensive strategies.

D. Purpose of this Request for Proposals

TDH seeks proposals for funding local, community-based, abstinence education projects that meet the specific requirements of this RFP. TDH hopes to fund a variety of innovative projects that may be diverse in size, scope, strategies employed, and target populations. This RFP welcomes responses from every area of Texas, with a special emphasis on the 15 Texas counties (identified on page 5) with the highest rankings on TDH's composite index of teenage sexual activity. Texas has established four goals for the overall abstinence education grant program:

- Promote positive public health outcomes, especially among individuals and communities served by abstinence education grant programs, including the following:
 - Lower out-of-wedlock birth rates*
 - Lower teen pregnancy rates
 - Lower unmarried sexual activity rates among teens
 - Lower sexually transmitted disease rates
 - Greater parental involvement and community awareness of the public health risks of premarital sexual activity among Texas teens
 - Greater acceptance of abstinence from sexual activity as an expected and valued healthy behavior.
- Identify model initiatives that other communities may adopt.
- Expand the quantity and quality of evaluative data on abstinence education.
- Support Texas' "Lone Star Leaders" initiative that encourages young Texans to avoid risky behaviors including alcohol, drug, and tobacco use, early sexual behavior, and youth criminal behavior.

* Federal TANF bonuses are available to states that lower overall out-of-wedlock birth rates while not increasing the abortion rate.

1. Target Population(s)

Proposals may target specific groups/populations or multiple groups. Please detail groups on Form H (Detailed Work Plan). Applicants targeting adults should include specific plans for how the adults will reach teens. There should be a clear strategy regarding how these plans will be accomplished.

2. Strategies

The following is a description of possible strategies to target children, youth, and adolescents that TDH could fund. No specific budgetary amounts are set aside for any of those possible strategies. Respondents may implement the strategies within schools or outside of schools.

a. Curriculum/Training

An abstinence education curriculum must support one or more of the eight definitions of abstinence referred to in the federal legislation as A-H (See Section II-B, p. 6). The curriculum must be consistent with all of the eight definitions. It must be developmentally appropriate and medically accurate. If the training focuses on members of the community such as health care professionals, teachers, or community leaders, the applicant must demonstrate how the project will further the goals of the grant.

b. Mentoring/Counseling/Adult Supervision

The federal legislation allows mentoring, counseling, and adult-supervised activities.

Mentors are caring individuals who interact with children, youth, and/or adolescents and serve as role models. They should demonstrate abstinence in their values, attitudes, and behavior. Mentors may be peers, older teens, and/or adults. Mentoring programs can occur within or outside of schools, but to be funded as part of this project, the mentors must meet with the children, youth, and/or adolescents regularly.

Adult supervision includes programs that provide adult supervised activities for children, youth, and adolescents after school, during the evenings, on weekends, and during school vacations. To be funded as part of this project, adult-supervised activities must be more than just providing supervision unrelated to project goals or simply providing day care. The program must provide activities that educate children, youth, and/or adolescents about abstinence from sexual activity and/or provide the skills they will need to avoid risky behaviors. Adult supervision can be provided by various individuals including teachers, parents, or other community members.

To meet the terms of this RFP, counseling can be conducted on a formal or informal basis with individuals or groups, and a counselor need not be a degreed or licensed professional counselor.

c. Enhancement Activities

In addition to the strategies noted above, projects may include supportive activities to reinforce the abstinence message. Examples of such supportive activities are listed below; however, these activities should augment the strategies listed above.

- Media activities consisting of television or radio spots, newspaper stories, brochures, posters, billboards, and web sites.
- A 1-800 Hotline to provide information to parents or teens.
- Focus groups of teens, parents, health care professionals, and others to gain input for planned projects.

Other activities may be considered if the applicant clearly demonstrates their relevance to the purposes of the grant.

d. Unallowable Activities

The following activities **will not** be funded by grants provided as a result of this RFP process. Some of these activities are disallowed by the abstinence education federal legislation or by state and/or federal laws, rules and regulations.

- Teaching how to use contraceptives or the benefits of contraceptives
- Presentation of religious curricula or proselytization
- Providing food or beverages

E. Program Requirements

All applicants selected for funding will be required to conduct project activities in accordance with their proposal, program assurances, the terms of the TDH abstinence education contract, and any TDH policy letters and/or program manuals that are in effect during the contract period. Such documents become part of the contract with TDH. The applicants must also participate in meetings called by TDH, monitoring visits, and the statewide evaluation.

III. GENERAL REQUIREMENTS**A. Eligible Applicants**

Eligible applicants include, but are not limited to, current TDH abstinence education contractors; nonprofit and for-profit organizations; private and public organizations, including city, county, or state governmental entities; institutions of higher learning; independent school districts; faith-based organizations*; and current TDH contractors in other programs.

* Texas recognizes the potency of values- and faith-based programs to address various social problems, including out-of-wedlock births, and thus welcomes their involvement on the same footing as other programs. Unless otherwise prohibited by law, Texas intends to apply the “charitable choice” principles found in § 104 of the federal welfare law — the same law in which the Title V abstinence education program appears. Under charitable choice, faith-based programs are eligible to participate on the same basis as any other private organization, and without having to “secularize” their approach or abandon their religious character. These programs maintain control over the definition, development, practice, and expression of its religious beliefs, and government cannot require a faith-based program to alter its form of internal governance or to remove religious art, icons, scripture, or other symbols. Although no direct public funds may be expended for sectarian worship, instruction, or proselytization, faith-based programs that promote the valid public purpose of reducing out-of-wedlock births are welcome to participate in the RFP process.

B. Project and Budget Periods

The contract performance period begins on February 1, 2000. The initial contract will be for a seven-month period ending August 31, 2000, with options to renew for two twelve-month periods ending on August 31, 2002. The option to renew will be offered by TDH based on the contractor's performance in the previous contract period. The budget should be for the first seven-month period. Revised budgets for a twelve-month period will be done at the time of renewal.

C. Availability of Funds

The specific dollar amount awarded to each applicant will depend upon the merit and scope of the proposed project. There is no cap on the amount an individual applicant can request. Further, TDH reserves the right to award less than the amount of funding requested by individual applicants. (The quality and number of proposals received will affect the number of grants given and the respective dollar amounts awarded.)

Renewed funding for each project will be based upon the availability of funds and documented progress of the project during the prior budget period. Funding may vary and is subject to change for each budget period.

D. Use of Funds

According to federal guidelines (on page 6), funds may be awarded only for specifically defined purposes. Funds may be used for abstinence education activities including education, mentoring, counseling, adult supervision, and the targeting of special populations such as the training of health care professionals. **Funds may not be used for family planning activities or for promoting religion. Funds may not be used to replace funding for ongoing activities funded by local or state funds.**

Funds will be awarded for the activities described in the RFP responses and negotiated during the contracting process. TDH reserves the right to accept or reject any changes proposed after a contract is signed.

Match is required to receive the federal funds. TDH will provide \$1.6 million dollars towards the match of FY 2000 funds. Applicants must also provide local match for this project under this grant. Applicants must provide at least three (3) local dollars for every seven (7) federal grant dollars. Applicants must identify the available local match by each specific source(s) and the amount(s) per source. The funds (both federal and local match funds) must be used solely for valid abstinence education activities. Projects that voluntarily provide overmatch may receive favorable consideration but will be accountable for providing the higher match throughout the contract period.

Local matching funds may be cash or in-kind contributions. In-kind contributions represent the value of non-cash contributions provided by the applicant. They may be in the form of volunteer services, charges for real property and non-expendable personal property, and the value of goods and services

directly benefitting the program. The value placed on donated or volunteer services must be reasonable and must be documented to the satisfaction of TDH before being accepted as match. Costs and third-party in-kind contributions counting towards satisfying a cost-sharing or matching requirement must be verifiable from the applicant's records. The records must show the method for deriving the value placed in third-party, in-kind contributions. To the extent feasible, volunteer services will be supported by the same methods that the applicant uses to support the allocation of regular personnel costs. **Third-party, in-kind contributions count toward satisfying a cost-sharing or matching requirement only where, if the party receiving the contributions were to pay for them, the payments would be allowable costs.**

E. Schedule of Events

The following schedule is subject to revision at the discretion of TDH. Changes will be posted on the web site and published in the *Texas Register*.

1.	RFP notice in <i>Texas Register</i> , Electronic Business Daily & TDH web site	9/10/99
2.	Issuance of RFP (mailed and web site)	9/10/99
3.	Applicant/Offeror's Conference	9/22/99
4.	Deadline for Questions to TDH	9/30/99
5.	Q & A Document Released (mailed and web site)	10/06/99
6.	Written Application Deadline (postmark)	10/22/99
7.	Verbal Notification Sent to Selected Applicants	11/24/99
8.	Written Notification Sent to Selected Applicants	12/03/99
9.	Written Notification to Non-Selected Applicants	12/1/99
10.	Contract Development & Execution	12/03/99-01/01/2000
11.	Estimated Contract Begin Date	02/01/2000

F. Program Contact

For purposes of addressing questions concerning this RFP, the sole TDH contact will be the Abstinence Education Program Coordinator at TDH. Upon issuance of this RFP, other employees and representatives of TDH will not answer questions or otherwise discuss the contents of the RFP with any potential applicants or their representatives. Failure to observe this restriction may result in disqualification of any subsequent proposal. This restriction does not preclude discussions between affected parties for the purpose of conducting business unrelated to this RFP.

The TDH Abstinence Education Program Coordinator within the Child Health and Safety Division is the sole point of contact with regard to all procurement and contractual matters relating to the RFP described herein. The TDH Abstinence Education Program coordinator is the only person authorized to clarify, modify, amend, alter, or withdraw the project requirements, terms, and conditions of this RFP and any contract awarded as a result of this RFP.

All questions concerning this RFP must be addressed in writing and personally delivered, mailed, or sent electronically (faxed, or E-mailed) to the address below (this is also the physical address for overnight mail).

Submit questions to:

**Abstinence Education Program
Child Health and Safety Division, Room T-606
Texas Department of Health
1100 West 49th Street
Austin, Texas 78756**

Fax: (512) 458-7350

E-mail: abstinence@tdh.state.tx.us

G. Offeror's Conference

An applicant/offeror's conference will be held to provide technical assistance to applicants in preparing their responses. The conference will be held on **September 22, 1999 from 10:00 a.m. to 4:00 p.m.**, in T-609 (Room 609 in the Tower Building) at the Texas Department of Health, 1100 West 49th Street, Austin, Texas. Registration will be from 9:00 to 10:00 a.m. Attendance is optional for interested applicants.

All questions during the conference must be written on index cards that will be handed out at the beginning of the conference. The cards will be collected throughout the day.

Questions may be answered at the conference but no answer will be binding until it has been included in the "Questions and Answers" document.

H. Questions and Answers Document

In addition to the questions collected at the offeror's conference, **additional written inquiries concerning this RFP must be received no later than 5:00 P.M., Central Daylight Saving Time, on September 30, 1999.** Responses to inquiries of a general nature will be distributed in a "Questions and Answers" (Q & A) document to each organization that attends the offeror's conference, sends in a written inquiry, requests the Q&A document or requests the RFP. Responses to inquiries of a specific nature will be provided only to the requestor. TDH will be the sole judge of whether a request is of a general or specific nature. The Question and Answer document will also be put on the TDH Abstinence Education web site.

I. Application Deadline

Applications are due October 22, 1999. Applications may be mailed or hand delivered. Facsimile and E-mail submissions will not be honored. The applicant must submit the original proposal (with original signatures, preferably in blue ink) and two copies on or before the following date and times:

Deadline If Mailed

The application will be considered as meeting the deadline if it is:

**APPLICATION IS RECEIVED ON OR BEFORE THE DUE DATE OF
OCTOBER 22, 1999,
OR
APPLICATION IS POSTMARKED BY 12:00 NOON,
CENTRAL DAYLIGHT SAVINGS TIME,
OCTOBER 22, 1999**

Applicants must request a legibly dated U.S. Postal Service postmark or obtain a legibly-dated receipt from a commercial carrier service or the U.S. Postal Service. Private metered postmarks shall not be acceptable proof of postmark.

Time If Hand Delivered

The application will be considered as meeting the deadline if it is:

**APPLICATION IS HAND DELIVERED BY 5:00 P.M.,
CENTRAL DAYLIGHT SAVING TIME,
OCTOBER 22 1999
TO
THE TOWER BUILDING, ROOM T-606**

Be sure to request a receipt at the time of delivery to verify that the application was received by the appropriate program on or before the application due date and time.

Applications Hand Delivered after 5:00 P.M., Daylight Saving Time, October 22, 1999, or Post Marked after 12:00 Noon, Daylight Saving Time, October 22, 1999, Will Not Be Reviewed.

J. Submission.

Submit the application to:

**Abstinence Education Program
Child Health and Safety Division, Room T-606
Texas Department of Health
1100 West 49th Street
Austin, Texas 78756-3199**

Note: TDH will not accept any applications by facsimile or E-mailed transmissions.

K. Response Assembly

To facilitate review and processing of the applications and to ensure fairness, each applicant must assemble the application according to the following criteria:

General Information

- The applicant submits three applications: **an original and two copies.**
- The original application is signed by the applicant's authorized official or representative.
- The original and both copies are unbound.
- The signature on the original application is in ink (blue is preferred). Note that copies need not bear to have an original signature.
- The application has a table of contents.

Forms And Instructions

Applicants must respond using forms that match the format of the forms included in this packet. Applicants can use the included originals, copies of the originals, or forms printed from the downloadable forms available on the TDH abstinence education web site. In any case, applicants should be sure that the forms used include the same headers and footers that appear on the original forms (which contain items such as applicant name and page numbers). If an applicant includes attachments, please clearly mark the applicant's name and the RFP section to which each attachment pertains.

- The application adheres to the following format specifications:
 - Does not use more space or pages than specified for a particular section response
 - Must be printed on one side only
 - Must be typed (computer or typewriter),
 - Must be single-spaced,
 - Must be typed in a font that is not smaller than a 12-point font,
 - Must be typed on 8 ½" x 11" paper,
 - Must not have margins that are smaller than 1 inch,
- Each required form must be included in the application and
- Each required form must complete (Every question is answered)

All applications reviewed may have their final score reduced if the requirements listed are not followed.

The main purpose of the format requirements is to ensure fairness so that all applicants have the same amount of space in which to respond. For example, an applicant who uses smaller type would have the unfair advantage of being able to provide more information than someone else who followed the

requirements. A secondary purpose is to provide a consistent format for reviewers reading the applications.

During the contracting phase, TDH will require that preliminarily selected applicants complete additional forms (e.g., assurances, certifications, administrative information). Those forms are available for inspection on the abstinence education web site.

IV. APPLICATION REVIEW, SELECTION & NEGOTIATION

Applications will be reviewed according to the criteria below. To maximize fairness for all applications during review, TDH staff, if asked, will confirm only receipt of an application and are not permitted to discuss the application's status during the review process. Those restrictions do not preclude TDH staff from asking specific questions of applicants during the validation process. All applications will remain with TDH and cannot be returned to the applicant.

A. Initial Screening of Applications

Only those applications that have been received by TDH on or before the submission deadline (see Section III-I, page 13 for actual mailed/postmarked and hand delivered times) will be considered for the initial screening. **Therefore, if the application does not meet the application deadline, it will not be screened or reviewed.**

Applications will be screened for compliance with the requirements indicated in **Section III-K, Response Assembly**. A checklist (Form B) with all of the requirements has been provided in the Forms section. All applicants must complete the checklist to ensure that their applications have been assembled correctly.

B. Program Review Process

Prior to the receipt of applications, TDH Abstinence Education Program staff will establish a review process and criteria that will incorporate the following steps. All applications will be reviewed in the same manner and under the same criteria.

1. First Step - Team Reviews

Teams will review the applications that have passed the initial screening. Teams will be made up of representatives from TDH and other governmental entities. The team members will use a standard review tool when evaluating each application. Team members will review and score each application individually. The team will then reconvene, review comments, and make recommendations.

2. Second Step - Validation

The purpose of the validation process is to confirm that responses were valid, that the agency is legally able to contract with TDH, and to clarify any questions and/or concerns that the reviewers

have about the application. Applicants whose applications receive a favorable review will be contacted for validation purposes.

During the validation process, TDH may request that the applicant provide information and/or documentation that supports and/or clarifies their response. TDH will conduct the validation process through telephone conference calls. The applicant may be requested to fax and/or mail information to TDH staff requesting the information. There will be a very short turnaround time on responses, so the applicant must be ready to provide the information as quickly as possible.

3. Third Step - Final Recommendation

In the third step, the recommendations from the review team and the results of the validation process will be sent to a final review committee made up of representatives from TDH executive staff and other governmental entities. The committee will make preliminary awards based upon the availability of funds, the quality and comprehensiveness of the RFP and the proposed program, documented success of similar programs, the need for the program in the geographic area targeted, and the proposal in context of other proposals that have been funded in the state.

C. Program Review Tools

TDH has developed RFP Review Tools to facilitate scoring and review of RFP responses. Review teams will use the tools to evaluate and score all responses that meet the application deadline, and meet requirements enumerated in this RFP. The review process will incorporate all forms. Specific areas emphasized for evaluation will include:

- The quality, thoroughness, and clarity of the detailed work plan. Is the plan likely to succeed? Are time lines specific? Do the proposed services align with the projects mission, goals, and performance objectives?
- The budget, including an applicant's financial stability, cost per client, reasonableness of costs, and match rate.
- The experience, training, and capacity of the applicant organization and project staff.
- The quality and type of community involvement, including partnerships/ collaborations, and formal commitments.
- The quality and thoroughness of the needs and resources assessment.
- The quality and comprehensiveness of data collection and program evaluation.
- BONUS: If the area served by the proposed project falls within one of the top 15 counties (listed on page 5, Section II-A), bonus points will be added to the applicant's score.
- No conflict with the eight federal abstinence education definitions.

The applicant's responses become the basis for the specifics of the contract called the "Scope of Work" or "Attachment." (See Section V-E, p. 18)

D. Selection and Negotiation

After applicants' responses to the RFP are validated and preliminary award decisions have been made by the review committee (see Section III-B, page 15), each applicant whose proposal is selected for a contract shall receive written notification. This notice is an announcement of selection, and the receipt of the notice is not legally binding until there is a fully executed contract.

TDH will negotiate contracts to obtain the needed services within the framework of the goals of the program and the funds available. Since funds are limited, the applicant(s) selected for contract awards may be asked to revise the budgets, as well as the goals and objectives, of their proposals in order to achieve the program's goals within available funding limits. This process is commonly referred to as contract negotiation.

TDH staff may request applicants submit written revisions reflecting changes made in the negotiation process. Once the contract negotiation process is complete, TDH will initiate the development of a contract.

Each applicant not selected for a contract shall receive a timely written notification stating that its proposal will not be funded. (Notification will be sent out by December 3, 1999, although TDH reserves the right to change this deadline if necessary.)

V. TDH ADMINISTRATIVE INFORMATION**A. Incurring Costs and Rejection of Applications**

Any costs incurred in the preparation of the application shall be borne by the applicant and are not allowable costs to the grant. TDH reserves the right to reject any or all applications and is not liable for any costs incurred by the applicant in the development, submission, or review of the application.

B. Right to Amend or Withdraw RFP

TDH reserves the right to alter, amend, or modify any provisions of this RFP or to withdraw this RFP at any time prior to the execution of a contract pursuant thereto if it is in the best interest of TDH and the State of Texas. The decision of TDH will be administratively final in this regard.

C. Authority to Bind TDH

The Commissioner of Health, or the Chief, Bureau of Financial Services (or a designee), are the only individuals who may legally commit TDH to the expenditure of public funds. No costs chargeable to the proposed contract may be reimbursed before TDH receives a fully-executed contract.

D. Contracting with Sub-Recipients and Vendors

The selected applicant may enter into grant contracts with sub-recipients or procurement contracts with vendors. Applicant will be responsible to TDH for the performance of any sub-recipient or vendor.

If the applicant enters into grant contracts with subrecipients or procurement contracts with vendors, the documents will be in writing and will comply with the requirements specified in the Contracts with Subrecipients and Contracts for Procurement articles in the General Provisions for Texas Department of Health Grant Contracts (see **Appendix A: Sample General Provisions, Texas Department of Health Contracts**, 2000 version).

If an applicant plans to enter into a contract that delegates a substantial portion of the planned project, the applicant must submit justification to TDH program staff and receive prior written approval from TDH before entering into the contract. “Substantial” is defined as an amount which exceeds \$25,000 or which exceeds 25% of the applicant’s total budget, whichever is smaller.

E. Contract Information

After the initial application review process is completed, the validation process will take place. At that time, the applicant will be requested to complete additional forms necessary to determine the applicant’s ability to legally contract with TDH. After applicants have been notified that they have been granted an award, the final funding amount and the terms of the contract shall be determined through negotiations between the program and the applicant(s). The specific terms of the contract will be developed from information contained in the RFP and the application. The part of the contract that contains these terms is referred to by TDH as the “Scope of Work” or the “Attachment.” TDH reserves the right to adjust the funding allocation to the provider during the contract period, pursuant to the terms of the contract. Any exceptions to any of the requirements in the RFP must be specifically noted and satisfactorily explained by the applicant in the application as a condition for allowing those exceptions in the contract. If TDH concurs with the explanation, the exception will be allowed in the contract. A sample of the TDH contract General Provisions is included as Appendix A.

F. Protest of Application or Bid Denial

TDH has established a procedure for dispute resolution for any applicant that has responded to a TDH client services RFP. An applicant may request review of a TDH action that denies to that applicant the award of a contract for abstinence education after the applicant has responded to a TDH solicitation for proposals. The applicant must follow the procedures and time frames included in Appendix B which is TDH Executive Order 0110, Protest of Application or Bid Denial for Client Services Contract.

COMPLETING THE APPLICATION

VI. APPLICATION CONTENT

Confidential Information The applicant must clearly designate any portion(s) of the application content that contains confidential information and state the reasons the information should be designated as such. Marking the entire application as confidential shall neither be accepted nor honored. If any information is marked as confidential in the application and if a request is made for

that information, TDH shall determine whether the requested information is excepted from disclosure under the Open Records Act, Texas Government Code, Chapter 552, VTCA. If it constitutes an exception, the information shall be forwarded to the Texas Attorney General along with a request for a ruling on its confidentiality. The Attorney General's procedure includes obtaining input from the applicant. Applicants are advised to consult with their legal counsel regarding disclosure issues and to take the appropriate precautions to safeguard trade secrets or any other confidential information. Following the award of any contract, applications to this RFP are subject to release as public information unless any application or specific parts of any application can be shown to be exempt from the Open Records Act, Texas Government Code, Chapter 552, VTCA.

**THE APPLICATION SHOULD BE ARRANGED (ASSEMBLED)
IN THE FOLLOWING ORDER**

A. Face Sheet - Application for Financial Assistance (Form A)

Purpose: To succinctly provide key identifying information about the applicant, the proposed project, and the amount of funding requested and is the official application (note that it must be signed by the authorized representative). The face sheet is the cover page of the application and must be completed in its entirety.

DETAILED FORM INSTRUCTIONS	
1.	<p><u>APPLICANT INFORMATION</u></p> <p>1a. Enter the legal name of the applicant.</p> <p>1b. Enter the applicant's complete street and mailing addresses, city, county, state, and zip code.</p> <p>1c. Enter the PAYEE's name and mailing address if PAYEE is different from the applicant. The PAYEE is the corporation, entity or vendor who will be receiving payments.</p> <p>1d. Enter the Federal Tax Identification Number (9-digits) or the Vendor Identification Number assigned by the State of Texas Comptroller (14-digits).</p> <p>1e. Enter applicant's legal authority to contract. Examples of legal authority to contract include: Board resolution, letter of authority, sole proprietorship, partnership, statutory citation for a governmental entity (health department, local government, state agency, school district).</p>
2.	<p><u>TYPE OF ENTITY</u></p> <p>The type of entity is defined by the Secretary of State and/or the Texas State Comptroller. Enter the appropriate letter in the box provided. If the response is F. Individual or G. For Profit, applicant must also respond to the question is the entity a HUB (historically underutilized business)? HUB is defined as a corporation, sole proprietorship, or joint venture formed for the purpose of making a profit in which at least 51% of all classes of the shares of stock or other equitable securities are owned by one or more persons who have been historically underutilized (socially disadvantaged) because of their identification as members of certain groups: Black American, Hispanic American, Asian Pacific American, Native American, and Women. The HUB must be certified by the General Services Commission or another entity.</p>
3.	<p><u>TYPE OF APPLICATION</u></p>

Check the appropriate type application. “**New**” means a new assistance award. “**Continuation**” means an extension for an additional budget period for a contract awarded under a multi-year project period.

4. COUNTIES AFFECTED BY PROJECT

List the counties that are affected by the project.

5. AMOUNT OF FUNDING REQUEST

Enter the amount requested from TDH for the proposed budget period. For purposes of this form, the budget period is defined as the period of time to be funded by a TDH contract.

6. CONTACT PERSON Enter the name, title, telephone, and fax numbers of the person TDH should contact regarding this application.

- 7.**
- a. Type in the name and title of the person authorized to represent the applicant.
 - b. Enter the area code and telephone number of the person authorized to represent the applicant.
 - c. The person authorized to represent the applicant must sign in this block.
 - d. Enter the date the person authorized to represent the applicant signed this form.

NOTE: Evidence of the persons authority to represent the applicant must be on file in the applicant’s headquarters. A copy of the governing body’s authorization for the person to sign this application as an official representative must be on file in the applicant’s office.

B. Application Checklist (Form B)

Purpose: To ensure that the application is complete, proper signatures are included, and the required assurances, certifications, and attachments are submitted. Please use this tool to ensure that all required forms are completed and included in your response.

C. Project Abstract (Form C)

Purpose: To provide an executive summary description of the proposed project for reviewers.

D. Project Goals (Form D)

Purpose: To provide a clear list of project goals that indicates what the applicant hopes to achieve if you implement the proposed project. Please describe how these goals align (and do not conflict) with the eight federal definitions described on page 6.

E. Needs and Resources Assessment/Description (Form E)

Purpose: To demonstrate the need for an abstinence education program in the proposed service delivery area and describe available resources .

Please discuss the following:

- The names and experience of the individuals or groups who conducted the assessment(s) to determine the needs and resources for an abstinence education program.
- A brief description of the community as a whole, including the:

- geographic boundaries/geographic area to be served (urban or rural; physical environment, etc.);
- general demographic data (age, gender, ethnicity, etc.);
- general socioeconomic data (per capita income, poverty levels, unemployment, occupational data, etc.); and
- A more detailed description of the target population, including the:
 - characteristics of the target population(s) (including demographic and socioeconomic data specific to each population);
 - general health status and sexual activity status of the target population (including population data related to health indicators, behavioral data, and community opinion data); and
- If abstinence education programs already exist in the community, describe
 - the current population served (characteristics, population data, number of teens targeted, and actually served),
 - how this population is served (current program strategies); and
 - how the proposed program will complement and not duplicate or overlap the existing program(s).
- A description of gaps in resources and potential barriers to achieving abstinence education.

In Appendix C, you may find the following statistics by county:

- Indicators of Sexual Activity in Texas Youths Ages 13-17 in 1997.
- Births to Mothers 17 Years of Age and Younger - Texas, 1997

F. Applicant Organization Background, Experience, and Capacity (Forms F1-F2)

1. Organization Summary (Form F 1)

Purpose: To determine the applicant organization's qualifications to implement their proposed project. Include each of the following areas in your discussion:

- The organization's overall purpose/mission statement.
- Organizational structure (Include an organizational chart. Make sure that the chart shows positions such as the board of directors, officers, advisory councils or committees, and/or staff. **Include existing filled positions, existing vacant positions, and proposed positions.** If in a very large agency such as an independent school district with multiple schools, applicant may include only the chart for the school(s) to be included in the project.)
- Brief history of accomplishments.
- Prior experience in abstinence education and/or other experience among the target population.
- Any relevant organizational affiliation.
- Organization's contracting experience.
- Other detail that demonstrates the organization's qualifications.

- If your organization has held a contract with TDH in the last two years, provide, in no more than one page, a narrative description of your progress in implementing the activity(s) funded. Otherwise, provide a description of other contracting experience, if any, that demonstrates qualifications for the performance of the proposed services. This may include a description of relationships, collaborations, or partnerships with other entities, particularly relating to services proposed in this application.

2. Applicant's Provider Detail Table (Form F 2)

Purpose: To determine the credentials and qualifications of the staff that the applicant will use to implement activities in the proposed plan. Applicants must complete Form F2, Provider Detail Table, for proposed activities.

G. Project Director Qualifications (Applicant Supplies Form-Please label as G 1 or G 2)

Purpose: To determine if the qualifications of the proposed project director are appropriate and adequate to function in the position.

1. Current staff person (Form G 1)

Please attach the **project director's resume or vitae**. The project director is the individual responsible for overseeing and managing the entire project.

OR

2. Job Description (Form G 2)

If the project director has not been hired yet, then the applicant should submit a **job description** that includes required education, experience, and training.

H. Detailed Work Plan (Form H)

Purpose: To clearly describe in detail exactly what the applicant proposes to implement to accomplish the projects goals.

1. General Format

Include a detailed description of the project you plan to undertake. Discuss all key components. Attach an outline of curriculum/program materials to be used including descriptions of any audio visual (video, print, slides, audio) components, brochures, media messages, etc. Identify sources for any materials developed by organizations other than the one responding to this RFP and, if the material is copyrighted, attach a signed form from the copyright holder granting permission to use the materials. Identify supplemental information is to be identified as attachments.

2. Required Components of the Work Plan

The applicant should submit a comprehensive plan. An applicant should include a clear description of the proposed activities with time lines for accomplishing the objectives, including a description of the population to be served within the proposed geographic area(s). The plan should address the needs and the problems identified in the community assessment regarding abstinence education

activities and how the proposed project will overcome these problems/meet these needs. The plan should describe how and by whom the abstinence education activities will be conducted.

The plan should include a clear and concise discussion of each of the following topics:

a. Federal Definitions of Abstinence

Purpose: To demonstrate how the proposed plan will comply with and support the federal abstinence education definitions (A-H). Guided by federal law, the proposed program must :

- Have as its exclusive purpose abstinence education.
- Not violate any aspect of the eight federal program purposes. (See Section II, B, page 6)
- Not endorse, support, or encourage sex outside marriage.
- Not engage in any family planning activities.

b. Proposed Strategies

Purpose: To describe clearly the number and type of activities to be carried out with the target audience. If the targeted population is children or youth, the program should be appropriate for their age, and level of cognitive, social, and emotional development. All proposed strategies must be culturally sensitive. The description of strategies should include:

- What strategies will be used:
 - Curriculum/training
 - Mentoring
 - Counseling
 - Adult supervised activities
 - Enhancement activities
- What topics will be covered by the strategies. For example:
 - Sexually transmitted diseases
 - Dating behaviors
 - Character development
 - Resistance/assertiveness training (how teens may protect themselves from unwanted sexual activity)
 - Empowerment strategies
 - Career development/helping teens plan for the future
- How the applicant determined that the information or data to be used was:
 - Medically accurate.
 - Referenced and verifiable.
- Where and when the program will occur.
- How proposed strategies will be successful in meeting the goals and objectives of the proposed plan

c. Targeted Population

Purpose: To demonstrate who the applicant proposes to serve or reach and who will participate in

the proposed program. The plan should describe how children, youth, teens, parents, and other adults (teachers, health care professionals, community members, etc.) will be recruited and involved, including the methods involved. Parents and other adults can play key roles in encouraging young people to avoid early pregnancy and to stay in school.

The proposed program must have a plan for obtaining parental consent for participating minors. If applicable, the proposed plan should also:

- Describe proposed methods to give parents information about what their children are learning through the program; and
- Describe proposed ways that parents will be helped to talk about abstinence with their children.

The application should also clearly state why the proposed program will be successful with this population.

d. Community Involvement

Purpose: The proposed plan should demonstrate how the community has been involved and will be involved in the future. The plan should demonstrate how public and private sector partners throughout the community(s), including parents/families, schools, businesses, media, health and human services providers, and/or religious organizations, were involved in developing the plan, and how these entities will work together to implement the program and deliver specific abstinence education strategies. The plan should also delineate how duplication of services will be avoided.

The proposed plan should:

- Describe how coordination with other health and human services providers and abstinence education programs in the service area will be facilitated.
- Describe how sharing materials or exchange of information with other programs across the state will be facilitated.
- Describe how the program will ensure that the laws regarding child protection are followed including the requirement to cooperate with the Texas Department of Protective and Regulatory Services.
- Indicate the process that will be used to report suspected child abuse. This could include how staff and volunteers will be trained in this area. (Note: This information is especially relevant for the mentoring, counseling, and adult supervision strategies.)
- should include, if available, letters of agreement or format agreements between the program and other entities involved.

e. Sustained Commitment

Purpose: To demonstrate a long-term commitment, including funding, from the community and the

applicant by indicating how the program will continue after federal funding is no longer available. Real success requires a sustained commitment to the young person over a long period of time. The plan should demonstrate how the project/strategies will sustain a commitment to participating teens by providing repeated exposure over a long period of time.

I. Data Collection and Evaluation (Forms I 1-2)

1. Data Collection and Evaluation (Form I 1)

Purpose: To demonstrate how the applicant plans to collect and evaluate data. Describe what data will be collected; how the data will be collected and tabulated; who will be responsible for data collection and reporting; and how often data collection activities will occur. The data to be collected should be described as **objectives/performance measures**. TDH expects that grantees will perform evaluation for their individual projects. TDH also expects grantees to cooperate with a statewide evaluator when selected.

2. Objectives/Performance Measures (Form I 2)

Purpose: To describe how will the targeted audience's behavior will be changed by their participation in the program. Applicants must list specific, measurable, and feasible objectives (Performance Measures) for the project and propose target levels of performance for each objective. The proposed objectives and levels of performance will be negotiated and agreed upon by the applicant and TDH if an applicant is selected to negotiate a contract.

Objectives define the applicant's obligations in attaining contract requirements. Objectives may be outcome, output, efficiency, or explanatory measures. A well-written objective will include the following components: who will deliver the service(s) and their qualifications (as appropriate); a deliverable (a product or service and how much); schedule/time frame; and, a standard of performance. The following table provides a guide for developing different types of objectives, but is not meant to be exhaustive:

Type	Measure	Example
Outcome	measures the actual impact or public benefit of an entity's actions	% of teens whose attitudes change % of teens who change their behavior % reduction of pregnancy rate
Output or process	counts the goods/services provided	# of teens served # of parents, teachers or health care professionals served # of activities offered/performed # of surveys completed

Efficiency	measures the cost, unit cost, or productivity associated with a given outcome or output	average cost per: teen, parent, teacher or health care professional served average cost per unit of activity
Explanatory	shows the resources used to produce services and display factors that affect entity performance	# of teens eligible for services # of entities who have participated in the project # of hours per teen spent in activities

3. Performance and Reporting of Performance

The applicant must also agree that, in the event a contract is awarded, the objectives will be used to assess, in part, the applicant's effectiveness in providing the services described. Contractors must complete quarterly reports in the format prescribed by the TDH Abstinence Education Program.

J. Quality Assurance (Form J)

Purpose: To demonstrate how the applicant will ensure quality in every aspect of the program, including the recruitment of clients, delivery of the program, and collection and interpretation of data. Describe the quality assurance plan and processes that will enable the project to meet standards and expectations. Describe the applicant's ability to provide services to culturally diverse populations where applicable (e.g., language translation, compliance with ADA requirements, and other means to ensure accessibility for the defined population).

The quality assurance plan description should include details about responsible personnel, staff credentials, performance review, and use of standards and protocols (e.g., the applicant's procedures for handling personnel related issues, complaints from clients, etc.). The plan description should include a method for measuring client satisfaction and a method for clients and parents who are involved in a project to have complaints and concerns addressed in a responsive manner by appropriate project personnel.

K. Estimated Unduplicated Count and Number of Encounters (Forms K1-K 2)

Purpose: To determine how many individual clients the applicant proposes to serve and how often the applicant proposes to interact with these individual clients, and to provide reviewers with a basis for determining the cost per client.

1. Unduplicated Count (Federal/State Requirement) (Form K1)

The total number of persons served. (An unduplicated count of the number of adolescents, parent, teachers, and/or health care professionals served during the reporting period).

- the age of the teens served
- the ethnicity/race of the teens served
- the gender of the parents served
- other targeted adults such as health care professionals, teachers, etc.

2. Encounters (Federal Requirement) (Form K 2)

The total number of times a person participates in an activity. (Count each time each person attends a class or after-school program, meets with a mentor, etc.);

BUDGET INFORMATION**L. Funding and Budget Information [Forms L1-L2 9a-f)]****1. Financial Information** (No form included in packet applicant supplies) the balance sheet (Form L1)

Purpose: To determine if the applicant is financially sound. Applicants will be required to complete a more detailed administrative information form later in the procurement process. However, there is one item of information that reviewers must receive immediately. If an applicant has not had a contract with TDH within the past twenty-four (24) months, **the applicant is required to submit with the application a copy of the applicant's most recent Balance Sheet and Statement of Income and Expenses.** TDH will evaluate the financial statements and may, at its sole discretion, reject the application on the grounds of the applicant's financial capability. *If an applicant is a new organization, applicant must attach a narrative that discusses proposed budgeting and financial processes.*

All current contractors and/or selected applicants administering two or more programs through a contract(s) with TDH are required to maintain integrity between the transactions affecting each contracted program by: (1) maintaining a completely separate set of records for each; or (2) establishing within the chart of accounts and general ledger separate set of accounts for each contract.

2. Funding Information. (Form L 2)

Purpose: To determine if the applicant is in good standing contractually with other state agencies. The funding information form requests information about funding from non-TDH State of Texas agencies and projected federal expenditures.

3. Budget Summary + Cost Categories. (Forms L3 + L 3a-3f)

Purpose: To determine how much funding the applicant needs from the grant to carry out the proposed activities, to determine cost per client, and to determine level of local participation and financial support. An accurate budget plan is essential to achieve the objectives and work plan set out in the narrative portion of the application. All applicants must complete the budget summary form and the detailed budget category forms which include space for a **narrative justification for the budget request.** Definitions of the cost categories and instructions for the forms are provided in the Application Packet: Blank Forms and Instructions. Be sure to refer to Section II, B, Use of Funds, page 5-6 and Section II.D.2.d, Strategies, page 9, for program-specific allowable and unallowable activities. If required by OMB Circular A-133 or detailed Uniform Grant Management Standards (UGMS), applicant or applicant's authorized contracting entity shall arrange for a financial

and compliance audit (Single Audit). Applicant may include in the budget request an amount for TDH's proportionate share of costs. The audit must be conducted by an independent CPA and must be in accordance with applicable OMB Circulars, Government Auditing Standards, and UGMS. Audit services shall be procured in compliance with state procurement procedures, as well as the provisions of UGMS.

DETAILED FORM INSTRUCTIONS - Budget Summary L3	
This form should reflect funding from all sources <u>that support the project described in this application</u> . Itemize the amount of support for each funding source and sum columns A through M and sum rows 1-5. See "Budget Forms and Instructions" for definitions of cost categories. For purposes of this form, the column headings have the following meanings:	
Column 1	The amount of abstinence education grant funds requested from the Texas Department of Health (TDH) for this project for each expenditure type.
Column 2	Total federal funds awarded directly to applicant (including this proposal).
Column 3	Total funds awarded to applicant from other State of Texas governmental agencies.
Column 4	Funds awarded to applicant by local governmental agencies (city, county, local health department, etc.).
Column 5	Funds from other sources not previously addressed in columns 1-4 (third party reimbursements, private foundations, donations, fund-raising).
Column 6	The sum of columns 1-5.

The application must include a detailed breakdown of budget cost categories and a narrative justification. Details of each cost category must be expressed using the budget category detail forms that follow. Definitions of the cost categories and instructions and examples of how to itemize the contents of each cost category are included after the budget category detail forms. The budget narrative shall explain and justify the proposed budget request. The budget category detail forms have space for a narrative; however, if more space is needed, attach additional sheets of paper to the respective budget category detail form. Computer generated facsimiles may be substituted for any of the forms; however, the exact wording and format must be maintained.

Rows A - H are described in detail in the following table.

DEFINITIONS OF COST CATEGORIES, INSTRUCTIONS AND EXAMPLES	
DETAILED FORM INSTRUCTION - PERSONNEL FORM L3 a	
DEFINITION: Actual salaries and wages for all staff positions in the proposed project that will provide direct care and administrative services (including clerical) to the project.	INSTRUCTIONS: Enter the following information for each position on the PERSONNEL Budget Category Detail Form: functional title, whether the position is existing or proposed, % of time dedicated

<p>TDH requires that the distribution of salaries and wages be supported by personnel activity reports (time sheets). These reports must be maintained for all staff members (professionals and non-professionals) whose compensation is charged, in whole or in part, directly to the TDH contract. The reports must reflect an after-the-fact determination of the actual activity of each employee. Budget estimates (i.e., estimates determined before the services are performed) do not qualify as support for charges to awards. Each report must account for the <u>total activity</u> for which employees are compensated and which is required in fulfillment of their obligations to the organization. The reports must be signed by the individual employee and by a responsible supervisory official having first-hand knowledge of the activities performed by the employee(s).</p>	<p>to the project, any certification or license an individual must possess to be qualified for the position, the total annual salary, the amount of TDH funds requested for this position's salary (% of time dedicated to the project multiplied by the annual salary), whether the position is vacant or filled, and the justification for the position. Justification may include a brief description of the position's primary responsibilities and an explanation for the % of time dedicated to the project, why the position classification is appropriate (including license/certification requirements), and an explanation of reasonableness of the annual salary.</p>
---	--

FRINGE BENEFITS - FORM L3 b

DEFINITION: Fringe benefits paid by the applicant on behalf of its employees. This includes employer contributions for social security, retirement, health and accident insurance, and workers' compensation insurance. Fringe benefits requested should represent actual benefits paid for employees.

INSTRUCTION: Itemize the elements of fringe benefits and indicate the % rate on the PERSONNEL Budget Category Detail Form.

TRAVEL - FORM L3 c

DEFINITION: The costs of transportation, lodging, meals and related expenses incurred by the applicant's staff while traveling to perform duties required by the proposed project are classified as travel. This includes personal auto mileage for travel by employees. Costs related to client transportation and registration fees should be classified as "Other" not "Travel."

INSTRUCTIONS: The TRAVEL Budget Category Detail Form requires information on local travel costs (travel and per diem) and information on conferences/workshops for which TDH funding is being requested. For local travel, enter the reimbursement rate for automobile mileage and the estimated number of miles to be traveled for the budget period. To calculate the total estimated local travel costs, multiply the local reimbursement rate per mile by the total estimated number of automobile miles. Enter the estimated per diem costs which may be associated with local travel and show the basis for cost (15 partial days x \$7 per partial day = \$105). The justification should include who or what position classification(s) will be traveling and why local travel is necessary to accomplish the project. For conferences/workshops, the following must be

TITLE V ABSTINENCE EDUCATION**FY 2000 APPLICATION**

	included for all attending for whom TDH funds are
	<p>being requested: the name and/or description of the conference/workshop, the location (city), the number of persons attending, estimated travel, per diem, other related travel costs (excluding registration fees) and total costs for all attending. The justification should include how attendance at the conference/workshop will directly benefit the project and why it is necessary to accomplish the project.</p> <p>All contracts with the Texas Department of Health require that a written travel policy be maintained by the contracting entity. Attach a copy of the travel policy as an appendix to the proposal. If a written travel policy is not in place, TDH's travel policy will be used.</p>

EQUIPMENT - FORM L3 d

DEFINITION: Equipment is defined by TDH as non-expendable personal property with a unit cost of more than \$1,000.00 and a useful life of more than one year, with the following exceptions: fax machines, stereo systems, cameras, video recorders/players/televisions, microcomputers, printers and software. The exception items listed will still be inventoried if their unit cost plus any items used with or attached to the unit is \$500.00 or greater. For items with component parts (i.e., computers), the aggregate cost must be considered when applying the \$500/\$1,000 threshold.

INSTRUCTIONS: Enter the following information on the EQUIPMENT Budget Category Detail Form for each type of equipment item: description of each item, the cost per unit, the number of units to be purchased, the total amount for the line item (multiply the cost per unit by the number of units), state the purpose for the item(s) and why the equipment is necessary and how the applicant determined or will determine that the cost is reasonable. Attach a complete specification or a copy of the purchase order.

EXAMPLES OF EQUIPMENT DESCRIPTIONS

Remember: Equipment is priced per unit including freight. If you intend to purchase 10 modems @ \$95 each, this would be considered a supply item not an equipment item.

INCORRECT EXAMPLES

Computer-166 Mh Pentium
1 @ \$2,150

(Insufficient description/specification)

CORRECT EXAMPLES

Packard Bell Multimedia C-110, Hard Drive 1081.7 MB; 14.4 AMSP modem fax; .44 MB 3.5" diskette drive, CD ROM 4X CDR-173; Mouse, Color monitor; Keyboard, Windows '95 pre installed.
1 @ \$2,150

TITLE V ABSTINENCE EDUCATION**FY 2000 APPLICATION**

Laser Jet Printer Combination 1 @ \$250 <i>(This item would be moved to supplies as it is less than \$500.00.)</i>	24" Zenith Portable TV/VCR Model #Z12345 1 @ \$750 (exception item less than \$1000)
--	---

SUPPLIES - FORM L3 e

DEFINITION: Costs for materials and supplies necessary to carry out the program. This includes janitorial supplies, office supplies, patient educational supplies, software less than \$500, plus any equipment with a purchase price including freight not to exceed \$1,000 per item, except those listed in the "equipment" category.

INSTRUCTIONS: Enter the following information in the SUPPLIES Budget Category Detail Form for each general category or type of supplies: description of the items, the cost per unit, the number of units to be purchased, the total amount for the line item (multiply the cost per unit by the number of units), and state the purpose for the item(s), why the equipment is necessary and how the applicant determined or will determine that the cost is reasonable.

CONTRACTUAL - FORM L3 f

DEFINITION: The contractual section includes only costs incurred for health or health-related services rendered directly to the applicant's clients by a third party. Examples of the services that may be included in this category are: counseling and education. Travel by these individuals should be included in this category if they are delivering client services. Contracts for administrative services are not included in this category; they are properly classified in the Other category.

If the applicant enters into grant contracts with subrecipients or procurement contracts with vendors, the documents will be in writing and will comply with the requirements specified in the Contracts with Subrecipients and Contracts for Procurement articles in the General Provisions for Texas Department of Health Grant Contracts (see APPENDIX A: Sample General Provisions, Texas Department of Health Contracts, 1999 version).

If an applicant plans to enter into a contract which delegates a substantial portion of the scope of the project i.e. \$25,000 or 25% of the applicant's funding request whichever is greater, the applicant must submit justification to TDH and receive prior written approval from TDH before entering into the contract.

INSTRUCTIONS: The CONTRACTUAL Budget Category Detail Form requires the names of the individuals or organizations performing the services, a description of the services being contracted, the number of hours or units of service to be purchased, the method of reimbursement (cost reimbursement or unit cost), unit cost if applicable and total amount of each subcontract. Justification should include why applicant intends to contract for the service, why the service is necessary to perform the scope of work and how the applicant will ensure that the cost of the service is reasonable.

Justification for contracts that delegate a substantial portion of the scope of the project i.e. \$25,000 or 25% of the applicant's funding request whichever is greater, must be attached behind the CONTRACTUAL Budget Category Detail Form.

CONSTRUCTION - FORM L3 g - NOT APPLICABLE	
OTHER - FORM L3 h	
<p>DEFINITION: All other allowable direct costs not listed in any of the categories A-F are to be included in this category. Some of the major costs that should be budgeted in this category are:</p> <ul style="list-style-type: none"> * contracts for administrative services or non-medical services; * space and equipment rental; * utilities and telephone expenses; * printing and reproduction expenses; * postage and shipping; * contract clerical or other personnel services; * insurance and bonds; * equipment repairs or service maintenance agreements; * books, periodicals, pamphlets, and memberships; * advertising; * registration fees; * training costs, speakers fees and stipends. 	<p>INSTRUCTIONS: The OTHER Budget Category Detail Form requires a general description of the service and the cost. The justification should include an explanation of the purpose of the service and how it is necessary for the completion of the activity. The justification should also include a statement of when services will be utilized if other than the full RFP budget period.</p>

TOTAL DIRECT COSTS L3 i
<p>The amount to be entered on row I Total Direct Costs, of the BUDGET SUMMARY form, is the sum of all direct cost categories (A through H). Below is a brief listing of allowable and unallowable costs as prescribed by federal cost principles or TDH policy. Applicable federal cost principles provide additional information and guidance on allowable and unallowable costs. In addition, see Section I. item D. Use of Funds for allowable and unallowable costs specific to this RFP.</p>

Allowable and Unallowable Costs

Allowable Costs	<p>in accordance with federal cost principles, meets the following criteria:</p> <ul style="list-style-type: none"> ✓ It is necessary and reasonable for proper and efficient administration of the funded program; ✓ It can be allocated to the funded program and is not a general expense needed to carry out the contractor's general responsibilities; ✓ It is authorized or is not prohibited under applicable laws or regulations; ✓ It conforms to applicable limitations or exclusions; ✓ It is consistent with applicable policies and procedures; ✓ It is treated consistently through the application of generally accepted accounting principles appropriate to the circumstances; ✓ It is not allocated or included as a cost of any other program; and ✓ It is the net sum of all applicable credits.
Unallowable Costs	<p>Costs that may not be paid with TDH funds include, but are not limited to:</p> <ul style="list-style-type: none"> ✗ Advertising and public relations costs other than those specifically allowed by terms of the contract attachment or those incurred for the purpose of personnel recruitment, solicitation of bids and disposal of surplus materials; ✗ Bad debts; ✗ Construction is not allowed without the prior written approval of TDH; ✗ Contingency reserve funds; ✗ Contributions and donations; ✗ Entertainment costs including amusement/social activities and their related costs (meals, beverages, lodgings, rentals, transportation, and gratuities) are not allowed unless the costs are directly related to the program's purpose and TDH has reviewed and issued prior written approval of the work plan components that relate to entertainment costs; ✗ Fines, penalties, late payment fees, bank overdraft charges; ✗ Fund raising; ✗ Interest (unless specifically authorized by applicable cost principles or authorized by federal or state legislation); ✗ Lobbying.

INDIRECT COSTS L3 j

DEFINITION: Those costs related to the project that are not included in direct costs. Indirect costs are those costs incurred for a common or joint purpose benefitting more than one cost objective and not readily identified with a particular cost center and which may be paid if allowable under the funding source, e.g., depreciation and use allowances, interest, operation and maintenance expenses (janitorial and utility services, furniture, equipment, care of grounds, security), general administration and general expenses (central offices such as director, office of finance, business services, budget and planning, personnel, general counsel, management information services).

INSTRUCTIONS: A Budget Category Detail Form has not been developed for the Indirect Cost Category. Applicant should indicate the indirect cost rate (if applicable) on the BUDGET SUMMARY page and mark the box which contains the appropriate statement regarding the support for the indirect charge. If applicant attaches a copy of the most recently approved indirect cost rate, it should be placed behind the OTHER Budget Category Detail Form.

To obtain information about cognizant agencies or negotiating an indirect cost rate, contact the TDH Fiscal Division at (512) 458-7435. The applicant may negotiate an indirect cost rate with its federal cognizant agency or state coordinating agency. If there is no assigned agency, TDH's Fiscal Division may provide guidance on how to have an agency assigned or TDH's Fiscal Division may review the applicant's cost allocation plan and negotiate an approved indirect cost rate.

The TDH Fiscal Division will maintain a listing of agencies and their approved rates. If the applicant

does not have an approved indirect cost rate and does not intend to negotiate one, then funds may be budgeted in accordance with Uniform Grant Management Standards (UGMS) which reads as follows:

"In lieu of determining the actual indirect costs of the service for which a state award is made, a grantee may recover up to 10 percent of the direct salary and wage costs of providing the service (excluding overtime, shift premiums, and fringe benefits) as indirect costs, subject to adequate documentation [of direct salary and wage costs]. Applicants choosing this method of indirect cost recovery are prohibited from seeking recovery using a cost allocation plan, rate or other methods for the same period." The amount of indirect cost that may be charged to any resulting TDH contract amendment is determined by negotiation and will be defined in the contract budget attachment.

TOTAL L3 k

The amount to be entered on row K Total, of the BUDGET SUMMARY form, is the sum of Total Direct Costs and Indirect Costs (I + J).

PROGRAM INCOME L3 l

DEFINITION: All revenue directly generated by a TDH contract-supported activity or earned as a result

INSTRUCTIONS: Projected Earnings. Applicant must enter on the BUDGET SUMMARY form the

<p>of a TDH contract during the contract term (beginning and ending dates). This includes fees or charges made by the contractor in connection with activities supported in whole, or in part, by a federal/state contract. This income will be identified and reported quarterly and annually utilizing the report forms identified in the contract. Applicant must estimate the amount of program income (if any) that is expected to be generated during the budget period. Note: It is not expected that this project would generate any income.</p> <p>For more information about program income, refer to APPENDIX A - TDH CONTRACT GENERAL PROVISIONS (Sample), and/or request a copy of TDH's Financial Administrative Procedures Manual.</p>	<p>estimated amount of program income that is expected to be generated during the budget period.</p>
--	--

MATCH L3 m	
<p>DEFINITION: The portion of allowable costs incurred under the proposed project borne by unrestricted funding sources or the value of third party in-kind contributions applicable to the period to which the match requirement applies. Costs and third party in-kind contributions counting towards satisfying a cost sharing or matching requirement must be verifiable from the applicant's records. These records must show how the value placed on third party in-kind contributions was derived. To the extent feasible, volunteer services will be supported by the same methods that the applicant uses to support the allocability of regular personnel costs. Third party in-kind contributions count toward satisfying a cost sharing or matching requirement only where, if the party receiving the contributions were to pay for them, the payments would be allowable costs.</p>	<p>INSTRUCTIONS: As the applicant is required to provide a match of 3 local dollars to every 7 federal grant dollars, applicant shall enter on the BUDGET SUMMARY form the amount of matching funds contributed under the appropriate funding column(s).</p>
IN-KIND	
<p>Enter the dollar value of in-kind contributions in row M, In-Kind Match, under the column heading which reflects the source of the in-kind contribution. The value placed on donated or volunteer services must be reasonable and must be documented to the satisfaction of TDH prior to being accepted as match. Documentation supporting the reasonableness and value of donated or volunteer services must be attached behind the BUDGET SUMMARY form.</p>	
CASH MATCH	
<p>Enter the dollar amount of funds which will be used to match TDH funds for the proposed activity in row M, Other Match under the column heading which reflects the source of the other match. Match may come from</p>	

sources such as local funds, other state grants, federal grants, private donations, or private foundations if not otherwise restricted.